



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

September 2, 2003

CN # 02-04

To: Administrators of the National School Lunch, School Breakfast, and Special Milk Programs

From: Holly Mohr, MPH, RD
Education Program Director
School Nutrition Programs

Subject: Change in Verification Procedures

This memo is being sent as a reminder of the new procedures in submitting verification reports. Verification procedures are subject to change based on the outcome of the reauthorization of the Child Nutrition Programs. Until further notice, verification procedures and requirements will remain the same, with the exception of reporting to ADE. Starting this school year, 2003-2004, all verification reports must be submitted directly to your assigned specialist. If you do not know who your assigned specialist is, please call (602) 542-8700 or toll free at (800) 352-4558. One verification report is required for each sponsor operating the National School Lunch Program. Your assigned Specialist **MUST** receive this report by December 15, 2003. Please note that failure to submit this important document by the deadline **WILL** result in a hold on your reimbursement claims.

The Verification Report is available on our website at:
<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

If you have any concerns or questions regarding the new Verification Procedures, please contact your assigned specialist listed below.

Tristine Bogle	(602) 542-8703	Pat Johnson	(602) 542-8782
Kacey Frey	(602) 542-8705	Katrina Klatt	(602) 542-8711
Traci Grgich	(602) 364-1625	Tracey Nissen	(602) 542-8708
Jennifer Hickey	(602) 542-8740	Stacey Patterson	(602) 542-4815